



**DEPARTMENT OF THE ARMY**  
**HEADQUARTERS UNITED STATES ARMY FORCES COMMAND**  
**1777 HARDEE AVENUE SW**  
**FORT MCPHERSON GEORGIA 30330-1062**

REPLY TO  
ATTENTION OF

AFLG-PR

21 August 1998

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Contracting Information Letter (CIL) 98-39

1. This CIL contains information on the following subjects:

- a. Use of Options,
- b. Review of Army Regulation 70-1, Army Acquisition Policy, and
- c. Transfer of Career Program 14 (CP-14) Functional Chief Representative (FCR) Responsibilities,
- d. Contracting and Acquisition Career Program (CP-14), and
- e. Support of Professional Organizations.

2. Use of Options. Reference memo, AFLG-PR, 6 August 1998, SAB (encl 1). Several installations have requested clarification of AFARS 17.204(e) "The PARC may approve use of options that extend contracts beyond the five-year regulatory limit." The memo at enclosure 1 provides additional information. For additional information, please contact Mr. Steve Hunnicutt at DSN 367-5691.

3. Review of Army Regulation 70-1, Army Acquisition Policy. At enclosure 2 is the review of AR 70-1, Army Acquisition Policy. It was concluded that paragraphs 3.1 and 3.2 have application to FORSCOM policy. All other revisions/policy is generated for automated systems. For additional information, please contact Ms. Carol Lowman at DSN 367-7520.

4. Transfer of Career Program 14 (CP-14) Functional Chief Representative (FCR) Responsibilities. Reference memo, SARD-PM, 17 July 1998, SAB (encl 3). On 1 July 1998, FCR responsibilities for CP-14 were transferred from Mr. Edward G. Elgart to Dr. Kenneth J. Oscar.

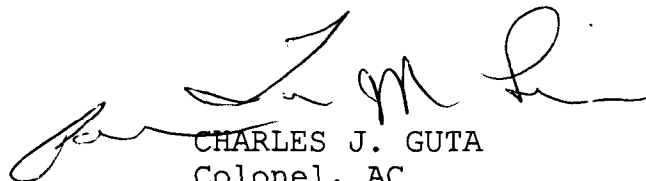
AFLG-PR

SUBJECT: Contracting Information Letter (CIL) 98-39

5. Contracting and Career Program (CP-14). Reference memo, SARD-PM, 21 July 1998, SAB (encl 4). In this memo, Dr. Oscar stresses the importance of an educated acquisition workforce as well as the importance of a current Individual Development Plan (IDP) and the need for continuance learning. For additional information, please contact Clyde Thomas at DSN 367-6372.

6. Support of Professional Organizations. Reference memo, SARD-PM, 21 July 1998, SAB (encl 5). Membership in professional organizations such as the National Contract Management Association (NCMA) and the National Association of Purchasing Management (NAPM) is strongly encouraged by Dr. Kenneth Oscar.

5 Encls  
as



CHARLES J. GUTA  
Colonel, AC  
Chief, Contracting Division, DSCLOG  
Principal Assistant Responsible  
for Contracting

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REPLY TO  
ATTENTION OF

DEPARTMENT OF THE ARMY  
HEADQUARTERS UNITED STATES ARMY FORCES COMMAND  
1777 HARDEE AVENUE SW  
FORT MCPHERSON GEORGIA 30330-1062

AFLG-PR (715)

6 Aug 98

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Use of Options

1. Several installations have asked for clarification on AFARS 17.204(e) "The PARC may approve use of options that extend contracts beyond the five-year regulatory limit." The following additional information is provided:

a. Situations in which contract periods in excess of five years may be appropriate include, contracts with phase-in or phase-out requirements.

b. A contract period in excess of five years may also be appropriate where the requirement is stable and recurring, and the price and availability in the commercial market place is relatively certain to be stable during the period of the contract.

2. Approval to exceed the five year regulatory limit shall be requested and authorized prior to solicitation of the requirement. The request shall document why a period longer than five years is needed or appropriate, what cost/price and performance risks are associated with the longer period, and how the contract will be structured to mitigate those risks to the contractor and the Government.

3. For additional information, contact Steve Hunnicutt, DSN 367-5691.

CHARLES J. GUTA

Colonel, AC

Chief, Contracting Div, DCSLOG

Principal Assistant Responsible  
for Contracting

After review of Army Regulation 70-1, Army Acquisition Policy revisions, it was concluded that chapter 3, both 3.1 and 3.2, gives expanded guidance on Army Acquisition Workforce policy. All other revisions/policy is generated for Automated Systems.

### 3.1 Army Acquisition Workforce Policy

The Army Acquisition workforce policy governs the accession, education, training, and career development of the military and civilian members of the Army Acquisition Workforce (AAW).

a. Army Acquisition Corps are as follows: The minimum qualifications for accession into the

1. LTC and GS-14 and above positions
2. Specific requirements as determined by DoD 5000.52M, including training, education, experience and acquisition certification.
3. Mobility is also a condition of civilian membership in the AAC. The Director, Acquisition Career Management (DACM) approves All AAC accessions.

b. Responsibility of Commanders and Managers of AAW is as follows:

1. Responsible for education, training and career development of their workforce personnel; which also includes the planning and releasing of AAW personnel to participate in training, education And developmental opportunities.
2. Ensure that each civilian AAW member will have an Individual Development Plan (IDP) which must be updated annually. Both military and civilian supervisors who manage AAW members will have, as part of the officer's evaluation or civilian appraisal respectively, a major performance objective for members' career development.

c. The Army Civilian Training, Education and Development System (ACTEDS).

The Deputy Director Acquisition Career Manager will prepare an Acquisition ACTEDS plan that focuses on the Program

Management, Acquisition career field. The ACTEDS will be utilized as an aid to develop the IDP.

**d. Certification.**

AAW personnel are to be certified at the appropriate level, I-III, commensurate with rank or grade level for acquisition positions at the grade level held or which they are selected.

**e. Waivers.**

Requests for Waivers of requirements will be considered on their merits and on a case by case basis, with the needs of the Army being a primary consideration.

Commanders and Managers of AAW personnel are required to conduct a review of each person assigned a critical acquisition position to determine if that person would be better served by assignment to a different position. Review should be done no later than five years after assignment to critical position.

**3-2. Acquisition Management**

The Director, Acquisition Career Management (DACM) is appointed by the Army Acquisition Executive (AAE) who assists in the accession, training, education and career development of the acquisition workforce. The DACM assists the AAE in implementing DAWIA and DOD regulations pertinent to AAW. The DACM also serves as Director of the corps and approves all accessions to the corps. The DACM also chairs the Army Acquisition Career Program Board (AACPB) in the absence of the AAE. The DACM also designates the Deputy Director, Acquisition Management

The Army Acquisition Career Program Board advises the AAE on managing the accession, career development and selection of individuals for the corps and also the assignment of Critical Acquisition Positions (CAP) after a five year assignment. The Board is chartered by the Secretary of the Army, pursuant to Sections 1202 and 1706 of the DAWIA (Title XII of the National Defense Authorization Act for Fiscal Year 1991).

The Acquisition Career Management Advocate (ACMA) is the representative of PEOs and MACOMs (and AMC major subordinate Commands) primary point of contact for the designated commands AAW members on issues relevant to career management and professional development in the Army Acquisition Workforce.



DEPARTMENT OF THE ARMY  
OFFICE OF THE ASSISTANT SECRETARY  
RESEARCH DEVELOPMENT AND ACQUISITION  
103 ARMY PENTAGON  
WASHINGTON DC 20310-0103

17 JUL 1998

REPLY TO  
ATTENTION OF

SARD-PM

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Transfer of Career Program 14 (CP-14) Functional Chief  
Representative (FCR) Responsibilities

Dr. Kenneth J. Oscar, Deputy Assistant Secretary of the Army for  
Procurement, is appointed Functional Chief's Representative for CP-14.  
All FCR responsibilities transferred from Mr. Edward G. Elgart to Dr. Oscar  
on July 1, 1998.

Please refer all CP-14 FCR actions to Dr. Oscar.

Paul J. Hoeper  
Assistant Secretary of the Army  
(Research, Development and Acquisition)

DISTRIBUTION:

PRINCIPAL ASSISTANTS RESPONSIBLE FOR CONTRACTING  
HQ, U.S. Army Materiel Command, ATTN: AMCRDA-AC (PARC),  
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U.S. Army Aviation and Missile Command, ATTN: AMSAM-AC,  
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REPLY TO  
ATTENTION OF

DEPARTMENT OF THE ARMY  
OFFICE OF THE ASSISTANT SECRETARY  
RESEARCH DEVELOPMENT AND ACQUISITION  
103 ARMY PENTAGON  
WASHINGTON DC 20310-0103

21 JUN 1998

SARD-PM

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Contracting and Acquisition Career Program (CP-14)

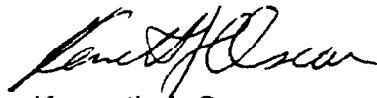
It is my pleasure to assume responsibility for your career management and professional development programs as Functional Chief Representative (FCR) for CP-14. I want to thank Mr. Edward G. Elgart for his service as FCR since September 1997. A number of significant accomplishments were registered on his tour and I intend to continue building on the initiatives that have been started during the past year.

I expect that the new Army Civilian Training, Education and Development System (ACTEDS) Plan will be approved shortly. Once approved our ACTEDS Plan will be available electronically on the World Wide Web on the Civilian Personnel Online Homepage (<http://cpol.army.mil>). In addition, a limited number of paper copies will be provided to contracting organizations. I urge each of you to insure widest dissemination and implementation of your new Plan.

Our ACTEDS Plan embodies a number of new initiatives or themes for continuing the professionalization of our workforce. One theme is education: an educated contracting workforce is important today and will be essential to the contracting mission in the 21<sup>st</sup> Century. I want each contracting employee to meet the educational standards in the ACTEDS Plan and document additional educational needs in their Individual Development Plan (IDP). Another theme is continuous learning: we know the one constant in life is CHANGE. This means that the policies, procedures, organizations and technologies we use today will change rapidly in the 21<sup>st</sup> Century. It is vital to our mission that our contracting professionals adapt to and lead this change process. To do this requires continuous learning and growth. I expect each employee to earn a minimum of 40 hours of continuous learning each year. I urge each of you to do this through our Continuing Education Unit (CEU) program to the maximum extent practicable. I encourage each of you to take advantage of the Executive Training and Acquisition Reform training offered under our Competitive Professional Development program as a means of remaining professional current and also earning CEUs.



Dr. Jim Edgar and the Contracting Career Program team are in the process of developing additional initiatives to further improve the quality and effectiveness of our career program. These initiatives will be developed with your assistance and are intended to insure development of our contracting professionals. Please address your questions or comments to Jim at (703) 681-1043 or e-mail [edgarj@sarda.army.mil](mailto:edgarj@sarda.army.mil).



Kenneth J. Oscar  
Functional Chief's Representative  
Civilian Contracting and Acquisition  
Career Program

**DISTRIBUTION:**

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Powder Mill Road, Adelphi, MD 20783-1197

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Headquarters Forces Command, ATTN: AFLG-PR, 1777 Hardee  
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RESEARCH DEVELOPMENT AND ACQUISITION  
103 ARMY PENTAGON  
WASHINGTON DC 20310-0103

JUL 27 1998

21 JUL 1998

SARD-PM

MEMORANDUM FOR PRINCIPAL ASSISTANTS RESPONSIBLE FOR  
CONTRACTING

SUBJECT: Support of Professional Associations

Professional development in the contracting field is essential for career progression. One of the hallmarks of professionalism is continuous learning and development. Another hallmark is participation in professional associations. Organizations such as the National Contract Management Association (NCMA), the National Association of Purchasing Management (NAPM), the National Institute of Governmental Purchasing (NIGP) and similar non-profit associations provide excellent forums to expand your knowledge in contracting and acquisition. Through their educational conferences, workshops and seminars they have created easily accessible means for continuing education and training. I would remind you that contracting professionals that are Level 3 certified are required to obtain 40 hours of additional contracting related training annually. Professional associations provide an excellent means of fulfilling this requirement.

Of equal importance is the opportunity that professional associations provide for active volunteers. Those individuals who give the time and effort to help create the programs, services and publications are among the best in the profession. In addition, accepting leadership positions within these organizations gives the individual the opportunity to learn what is happening in the commercial sector and to articulate the Army's position in contracting and acquisition.

I encourage you to enlist the workforce in support of the professional association(s) of their choice.

Kenneth J. Oscar  
Deputy Assistant Secretary of the Army  
(Procurement)

